



MISSION OF THE UNITED STATES OF AMERICA TO GERMANY EMPLOYMENT OPPORTUNITY

Announcement No. 87-06

Date: 09/15/2006

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| POSITION TITLE | Administrative Clerk (Access Control Manager) |
| LOCATION | American Consulate General, Frankfurt am Main, Regional Security Office |
| OPEN TO | U.S. Citizen only! (Eligible Family Members, Ordinarily Resident and Not Ordinarily Resident U.S. Citizen) |
| SALARY AND GRADE | Not Ordinarily Resident: - US \$ 25,195 per year starting salary Position Grade: FP-09 to be confirmed by Washington Ordinarily Resident: - € 31,130 per year starting salary (*) Position Grade: FSN-05 (*) Full Performance Level: The successful candidate may be hired at a training level, i.e. pay grade below the full performance level, if management decides that the incumbent should be trained to apply his/her knowledge, skills and abilities towards the hiring section's specific procedures, programs and policies. |
| SCHEDULE | Full-time, 40 hrs./week |
| OPENING DATE | September 15, 2006 |
| CLOSING DATE | Applications must be received by close of business September 29, 2006 |
| SECURITY REQUIREMENT | U.S. Mission issued medical / secret security clearance |

PERTINENT APPLICATION INFORMATION

- **Eligibility Requirements:** All applicants, who are not/not AEFMs, EFM's or U.S. citizen MOHs officially recognized by the German Ministry of Foreign Affairs, as defined below, must provide proof of citizenship - copy of passport or identity card (Personalausweis) and possess a valid German residence and work permit, if required, in compliance with host government laws and regulations prior to application. Please note that the U.S. Mission cannot sponsor applicants for either permit. Locally Employed Staff (LES) of U.S. Mission Germany having served less than 12 months in their current position are not eligible to apply. Currently employed AEFMs who hold a FMA appointment are ineligible to apply for advertised positions within the first 90 calendar days of their employment. Not Ordinarily Resident (NOR) employees, who are currently employed under a Personal Services Agreement (PSA) are ineligible to apply for newly advertised positions within the first ninety (90) days of their employment unless hired on a When Actually Employed (WAE) work schedule.
- **Selection Criteria:** When equally qualified, U.S. citizen Eligible Family Members (AEFMs) and U.S. Veterans will be given preference in hiring over other equally qualified candidates in accordance with U.S. law and State Department regulation. Therefore, it is essential that the candidate address the required qualifications of the position in their application. The U.S. Mission will consider issues such as conflict of interest, nepotism, residency status, and whether applicant has a work permit, in determining successful candidacy.
- **Application Procedures:** Interested applicants must submit the following to be considered for employment:
 1. Application for U.S. Federal Employment (SF-171) - covering the last **ten** years of employment. In addition to

- the SF-171, a letter of introduction and supporting documentation (e.g. copies of degrees earned, certificates, awards, etc.) that address the required qualifications;
2. Instead of using form SF-171, a resume format which includes a letter of introduction, a current bio data sheet or curriculum vitae may be submitted in addition to any other supporting documentation (e.g. copies of degrees, certificates, testimonials, awards, etc.) that address the required qualifications of the position;
 3. Candidates who claim U.S. Veterans preference **must** provide a copy of their Form DD-214 with their application;
 4. Application language (letter of introduction and CV or resume) is English.
- **Submit Applications To: American Consulate General, Human Resources Office, LE-Staff Recruitment, Gießener Straße 30, 60435 Frankfurt am Main**

If you would like your application materials returned, a self-addressed pre-stamped envelope must be submitted with your application. Note that neither the Embassy nor the Consulates refund travel expenses incurred by the interviewee.

BASIC FUNCTION OF POSITION

(A copy of the position description listing all duties and responsibilities is available upon request)

Maintain/update post access list, post employees list(s), and post employee security clearance listing. Assist the office management specialist (OMS) in the performance of assigned clerical/administrative duties, and act as the OMS in that person's absence. Operates ID systems to produce ID badges for consulate employees and family members and maintains the key watcher database. Other duties as assigned, including, but not limited to: RSO security escort; special protective equipment and supplies inventory; evidence custodian; residential security support; pouch operations; law enforcement liaison; travel assistance; and investigative assistant. Due to the duties and responsibilities of this position, job holder must be able to obtain a Secret Clearance.

REQUIRED QUALIFICATIONS

Applicants must address each selection criterion detailed below with specific information supporting each item in order to be considered qualified.

- **EDUCATION:** Documented completion of secondary school is required.
- **EXPERIENCE:** Minimum of one year office management experience is required.
- **LANGUAGE:** Level IV (fluent) in English and Level II (limited knowledge) in German are required. (speak/write and read).
- **KNOWLEDGE, SKILLS, ABILITIES:**
 - Good working knowledge of basic computer skills, and office management procedures are required.
 - Good working knowledge of Microsoft Office Suite incl. Word; Excel; Access; and Power Point are required.
 - Must have a valid German Class III driver's license. (copy has to be attached to the application).

Please note that the Human Resources Office may conduct tests of appropriate language levels, typing, or other required skills during the interview process.

DEFINITIONS:

Appointment Eligible Family Members (AEFMs): is an Eligible Family Member (EFM) who is eligible for direct hire employment on either a Family Member Appointment (FMA) or Temporary Appointment (TEMP) provided s/he meets **all** of the following criteria:

- U.S. citizen;
- Spouse or dependent who is at least age 18;
- Listed on the travel orders of a Foreign or Civil Service or uniformed service member permanently assigned to or stationed at a U.S. Foreign Service post or establishment abroad with a U.S. government agency that is under Chief of Mission authority (not SOFA);
- Is resident at the sponsoring employee's or uniform service member's post of assignment abroad, approved safe haven abroad, or alternate safe haven abroad; and
- Does **not** receive an U.S. Government annuity or pension based on a career in the U.S. Civil, Foreign, or uniform services.

Eligible Family Members (EFMs): Family Members at least age 18 and listed **on the travel orders** of a Foreign or Civil Service or uniformed service member permanently assigned to or stationed at a U.S. Foreign Service post or establishment abroad with a U.S. government agency that is under Chief of Mission authority (not SOFA) but who do not meet the definition of AEFM above.

Member of Household (MOH): A MOH is a person who 1) Has accompanied, but is not/not on the travel orders of a U.S. citizen Foreign or Civil Service employee or uniform service member permanently assigned to or stationed at a U.S. Foreign service post or establishment abroad; 2) Has been declared by the sponsoring employee to the Chief of Mission as part of his/her household; and 3) Will reside at post with the sponsoring employee. This category may include: unmarried partners of the same and/or opposite sex, parents, and other relatives or adult children (21 and over) who fall outside the Department's current legal and statutory definition of EFM (6 FAM 111.3).

Ordinarily Resident (OR): A citizen of the host country (Germany) or a citizen of another country (U.S. citizen, EU national, etc.) who has shifted their main residency focus to the host country and has the required work and/or residency permit for employment in country. OR applicants must be residing in country to be considered eligible for employment.

Not-Ordinarily Resident (NOR): Typically NORs are U.S. citizen EFMs and EFMs of a FS, GS, and uniform service members who are eligible for employment under an American U.S. Government pay plan, on the travel orders, and under Chief of Mission authority (not SOFA), or other personnel having diplomatic privileges and immunities.

CLOSING DATE FOR THIS POSITION: September 29, 2006

The U.S. Mission in Germany provides equal opportunity and fair and equitable treatment in employment to all people without regard to race, color, religion, sex, national origin, age, disability, political affiliation, marital status, or sexual orientation. The Department of State also strives to achieve equal employment opportunity in all personnel operations through continuing diversity enhancement programs.

The EEO complaint procedure is not available to individuals who believe they have been denied equal opportunity based upon marital status or political affiliations. Individuals with such complaints should avail themselves of the appropriate grievance procedures, remedies for prohibited personnel practices, and/or courts of relief.

Approved: RSO: DJPower
Cleared: MGT/HR: SKFeatherstone
Drafted: MGT/HR: FBachmann

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